

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
1 W. Wilson St.
Madison WI 53702

To: Food Stamp Handbook Holders

From: Cheryl McIlquham, Director
Bureau of Health Care Eligibility

Re: **FS Handbook Release 04-03**

Release Date: October 15, 2004

Effective Date: October 01, 2004

EFFECTIVE DATE

The following policy additions or changes are effective **10/01/04**, unless otherwise noted. **Bold text in the new policy section denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

UPDATED SECTIONS
OVERVIEW

The following sections were edited in this release:
All

POLICY CHANGES

The Food Stamp Handbook was entirely rewritten with this release. The Logic Flow was removed. The structure of the handbook now matches the Medicaid Eligibility Handbook. The new Food Stamp Handbook is now found at <http://www.emhandbooks.wi.gov/fsh/>

Please change any old bookmarks or favorites to the Food Stamp Handbook.

New Structure of the Handbook

The Food Stamp Handbook is divided in to eight main chapters. The chapters are presented in a logical order for understanding the policy needed to process a case:

1. General Program Requirements

This chapter describes the high level requirements to be eligible for Food Stamps in Wisconsin

2. Applications and Reviews

This chapter details what is required at application and periodic review.

3. Nonfinancial Requirements

This chapter details the nonfinancial requirements for Food Stamp Eligibility such as residence, citizenship, familial relationships, etc.

4. Financial Requirements

This chapter details the financial requirements for Food Stamp Eligibility such as income, deductions, expenses and deeming.

5. Specific Programs

This chapter lists the policy for Transitional Food Stamps and FS-E cases.

6. Ongoing Case Management

This chapter details the necessary steps to maintain on ongoing Food Stamp case after it has been approved during the application process.

7. Benefits

This chapter explains Food Stamp benefit issuance.

8. Appendix

This chapter consists of tables, worksheets, forms, and miscellaneous topics.

Highlights of Changes

The changes made in this release are too numerous to mention in detail.

Highlights of the changes include:

- Removal of the Logic Flow
- Alignment with the Medicaid Eligibility Handbook. The 8 main chapters that make up each handbook are the same. The information flows more logically now.
- Simplified instructions
- Use of new software to make improvements to the search engine.
- Improving the “flow” of information by including more information on each policy page.
- Addition of hyperlinks to subsections at the top of each policy page.
- Addition of “View History” links on each policy pane. This lets the user easily find out how each policy has changed over time. For this first release, there will be no previous policies listed on the View History links. The 04-03 release is the first release with this new format.
- Using yellow highlighted text to signify what policy has changed in the current release. Any time the user sees yellow highlighted text, it denotes new policy.
- Addition of an Index, which lists key words in the handbook. The index words are hyperlinks to policy pages.
- Addition of a Glossary of terms. When a term is included in the glossary, it becomes a hyperlink the first time it appears on the policy page. Click on italicized red links to see a definition. Click on the word again to make the definition go away.
- Addition of a detailed Help menu. The [help button](#) is found at the top of the handbook’s toolbar.

8.1.1

Cost of living adjustments were made to the net income limits.

New Policy:**FS Group Size Net Monthly Income Limit (100% FPL)**

- 1 \$776
- 2 \$1,041
- 3 \$1,306
- 4 \$1,571
- 5 \$1,836
- 6 \$2,101
- 7 \$2,366
- 8 \$2,631

Each additional member +\$265

8.1.2

Cost of living adjustments were made to the gross income limits.

New Policy:**Income Change Reporting Threshold And Gross Income Limit For Non-Categorically Eligible Food Groups (130% FPL)**

- 1 \$1,009
- 2 \$1,354
- 3 \$1,698
- 4 \$2,043

5 \$2,387
 6 \$2,732
 7 \$3,076
 8 \$3,421

Each Additional member +\$345

8.1.3

Cost of Living Adjustments were made to the gross income limits for the elderly and disabled seeking separate household status.

New Policy:

Household Size Gross Monthly Income Limit (165% FPL)

1 \$1,281
 2 \$1,718
 3 \$2,155
 4 \$2,592
 5 \$3,030
 6 \$3,467
 7 \$3,904
 8 \$4,341

Each additional member +\$438

8.1.4

Cost of Living Adjustments were made to the Categorical Eligibility Income Limits.

New Policy:

Household Size Gross Monthly Income Limit (200% FPL)

1 \$1,552
 2 \$2,082
 3 \$2,612
 4 \$3,142
 5 \$3,672
 6 \$4,202
 7 \$4,732
 8 \$5,262

Each additional member \$+530

8.1.5

Cost of Living Adjustments were made to the utility standard amounts.

New Policy:

Deduction Type Amount/Standard

For AGs with 1-4 people \$134
 For AGs with 5 people \$153
 For AGs with 6 or more people \$175

Dependent Care for each dependent:

under 2 \$200
 2 and over \$175

Shelter and Utility Allowances

Shelter Maximum \$388
 HSUA (Heating Standard Utility Allowance) \$238
 LUA (Limited Utility Allowance) \$135
 EUA (Electric Utility Allowance) \$67
 PUA (Phone Utility Allowance) \$24
 WUA (Water or Sewer Utility Allowance) \$22
 TUA (Trash Utility Allowance) \$15
 FUA (Cooking Fuel Utility Allowance) \$25

Medical Allowance

Medical (Elderly & Disabled) expenses over \$35

8.1.7

Cost of Living Adjustments were made to the monthly maximum allotment.

New Policy:**FS Group Size Maximum Allotment**

1 \$149
2 \$274
3 \$393
4 \$499
5 \$592
6 \$711
7 \$786
8 \$898

Each additional member \$112

8.1.8

Cost of Living Adjustments were made to the Allotment by monthly net income and FS Group Size. The table is too large to include here.

8.3.2

This section on Priority Service/Expedited Service was updated to reflect that J.P. Morgan Electronic Financial Services (EFS) has replaced CSI as the EBT vendor in Wisconsin.

The following table details where the old handbook appendices are located in the new handbook

Old Appendix Number	Topic	New Location
Appendix 1	Household and Subgroups	3.1.1, 3.2.1, 3.3.1, 3.5.1, 3.9.1, 3.10.1, 4.2.1
Appendix 2	Alternative Living Arrangements	3.2.1
Appendix 3	Food Distribution Program	3.11.1
Appendix 4	Citizenship	3.12.1
Appendix 5	Social Security Number	3.13.1
Appendix 6	Intentional Program Violation	3.14.1
Appendix 7	Students	3.15.1
Appendix 8	Work Requirements	3.16.1
Appendix 9	Residence	3.2.1
Appendix 10	Child Support	3.17.1
Appendix 11	Assets	4.4
Appendix 12	Income	4.3
Appendix 13	Farming and Self Employment	4.3
Appendix 14	Deeming from Sponsors to Aliens	4.7
Appendix 15	Deeming and Ineligible Persons	4.7
Appendix 16	Deductions and Expenses	4.6
Appendix 17	Allotment	7.1.1
Appendix 18	Tables	8.1
Appendix 19	Felons	3.18.1
Appendix 20	Forms	8.2.1
Appendix 21	Applications/ Reviews/ Changes	2.1, 2.2, 6.1
Appendix 22	Verification	1.2
Appendix 23	Under and Overissuance	7.3.1, 7.3.2, 7.4.1
Appendix 24	EBT	7.2.1
Appendix 25	Processing Guidelines	8.3
Appendix 26	Transitional Food Stamps (TFS)	5.1.1

Appendix 27	Abbreviations	Glossary, throughout the handbook as hyperlinks
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